



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

RE-POST

OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

PREVIOUS APPLICANTS WILL BE CONSIDERED NEED NOT TO RE-APPLY

POSITION LOCATED AT ONE OF THE FOUR DISTRICT COURT LOCATIONS IN BALTIMORE CITY

Opening Date:	January 6, 2011	Closing Date:	January 13, 2011
Job Title:	Supervisor II	Position Type:	Regular Full Time
PIN:	001224, 001216	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, MD	Grade/Salary Range:	J10 \$36,213 - \$58,324
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: This is supervisory work providing oversight to a staff of clerical, support service, and/or supervisory employees of the District Court. Employee functions as a second line supervisor responsible for one or more subordinate supervisors. The work involves supervising staff who provide direct service to the public, and performs specialized functions supporting the courtroom section of the court. Resolves complex problems, issues and conflicts. Meets with all staff, as needed to discuss changes and updates within the unit. Counsels and disciplines employees. Evaluates the work of staff on probation and through an annual performance evaluation. Reviews time sheets for accuracy in reporting. Review leave requests submitted for approval. Participates in the interview and selection process. Attends meetings with management and/or other court and outside agencies. Employees in this position receive general supervision from a Division Chief. Performs other duties as required.

Education: High school diploma or GED.

Experience: Six years of general clerical experience, four of which must have been in a trial or appellate court of the United States. One year of supervisory or lead experience.

Preferred: Graduation from the Judiciary's Supervisor/Manager Certificate Program.

Note: Applicants may substitute education at an accredited college or university for the required *general experience* at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to assign, organize, coordinate and evaluate the work of staff performing specialized clerical or first level supervisory functions; ability to adapt rapidly to a changing office environment and to reallocate staff and resources to meet work requirements; ability to recommend modifications to improve procedures and practices; ability to resolve complex procedural problems in accordance with policy, procedure and precedent; ability to deal tactfully and impartially with attorneys and the public, often under stressful circumstances; ability to communicate clearly to superiors, staff and the public. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN, and location. You may only submit a resume and cover letter as an attachment to the application. Materials must be received at the address below by 4:30p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.